Writing Instructor Posting

This position is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement

The Master of Management & Professional Accounting Program offered by UTM has the following Writing Instructor position available for the Summer/Fall 2019 term and invites applications from suitably qualified candidates who are not current University of Toronto students. No late applications can be considered.

Posting date: February 28, 2019
Closing date: March 14, 2019

Dates of appointment: Appointment periods – May 2019 through to September 2019
Salary: Effective Sept 1, 2018, the minimum hourly rate shall be $46.08 plus 4% vacation pay for a Writing Instructor 1

Position Duties:
Students will learn to
- Generate an “evidence-based” inventory of Self
- Translate your “evidence” into transferable skills
- Develop a polished presentation of Self (oral and written; nonverbal)

Understand the basis of the Behavioural Interview
(a) Theory behind the practice
(b) Process (Integration)
(c) Preparation
(d) Practice
- Produce articulate, concise and eloquent résumés and cover letters

Generating an evidence-based inventory of Self requires students to evaluate their strengths (and weaknesses) along each of Gardner’s Intelligence indices. While this course will draw on all Multiple Intelligence indices, students will pay particular attention to developing their
- Intrapersonal Intelligence
- Understanding the “self”
- Interpersonal Intelligence
- Understanding others
- Understanding the role of the self in relation to others
- Linguistic Intelligence
- Using language to communicate information about the self
- Understanding the role of the self in relation to others
- Spatio-visual Intelligence
- Concentrating on nonverbal communicative aspects of this index

All normal duties related to the design, administration and teaching of a university credit course, including preparation and delivery of course content; supervision of teaching assistants; development, administration and marking of assignments; holding regular student office hours and maintaining reasonable availability for student contact.
**Minimum qualifications:** Preferred qualifications are either PhD in relevant discipline (completed) or for non University of Toronto graduate students, in progress, or relevant qualifications, professional designation or professional experience. We are seeking previous experience in teaching, teaching excellence, and mastery of subject area. Previous experience in teaching a similar course is highly desirable.

Teaching excellence is a crucial component of the academic mission of the University. Applicants for positions shall be selected in furtherance of that goal.

Please complete the General Application Form which can be found at [https://www.utm.utoronto.ca/imi/sites/files/imi/public/shared/pdfs/CUPE3902ApplicationForm%20-%20IMI.pdf](https://www.utm.utoronto.ca/imi/sites/files/imi/public/shared/pdfs/CUPE3902ApplicationForm%20-%20IMI.pdf)

Please submit current Curriculum Vitae (including valid email address) with application to:

Maria Andrade, Assistant Director
MMPA Program Office, Innovation Complex, Room 2204
University of Toronto Mississauga
3359 Mississauga Road
Mississauga, ON  L5L 1C6  maria.andrade@utoronto.ca

No late applications can be considered. A valid email address is required, and applications may be submitted electronically to the email address above. **Only applicants who have been chosen for a position will be contacted.**